Accelerated SAP	Organization/Area:	BUSINESS PROCESS PROCEDURE		
State of Utah	Agency Payroll Administration	Title of Process: Payroll Simulation		
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\5 Payroll Simulation.doc	Release:	R/3 4.6C	
Responsibility:	Payroll Coordinator	Status: Complete	Issued: 12/31/2002 Revised: 4/11/2003	

Overview

Trigger:

Agency staff wants to see pay statements for specific employees before payroll is actually processed.

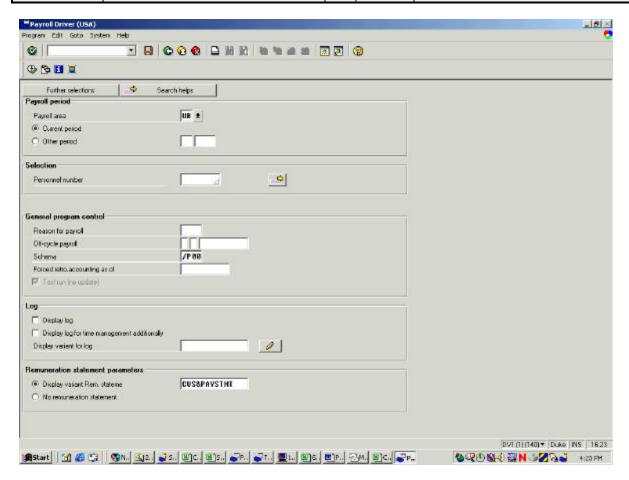| Business Process Procedure Overview |
|---|
| The system can simulate a pay statement for any period based on the information that is in the system when the simulation is performed. For example, if time or other pay has been entered and the time evaluation process is completed, a simulated pay statement can be generated to show all of the earnings, deductions and benefits that will appear on the employees pay statement when payroll is actually processed. |

Procedural Steps

1.1.   Access transaction by:

Via Menus	Reports after Time Evaluation → Payroll Simulation
Via Favorites Menu	Payroll Simulation

Double click on Payroll Simulation and the following screen will appear:

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Input Fields	Field Value
Payroll area	Enter UB (Normally it is there by default and required only if blank.)
Current period or Other period	Period and year is required only when selecting "Other period". Enter the pay period number and year according to "Period List" distributed by the Division of Finance.
Personnel number	Employee numbers are used to select specific employees
Schema	Enter /P00 – this is the name of the program used to simulate the payroll. (Normally it is there by default and required only if blank.)
Forced retro accounting as of	Leave blank unless entries have been made that would change prior period pay. (E.g. a retroactive pay rate change or a prior period change to total paid hours.) Enter the beginning date of prior periods if retroactive actions have occurred.
Display variant Rem. stateme	Click on radial button then click on the drop down list and select CUS&PAYSTMT (Normally it is there by default and required only if blank.)

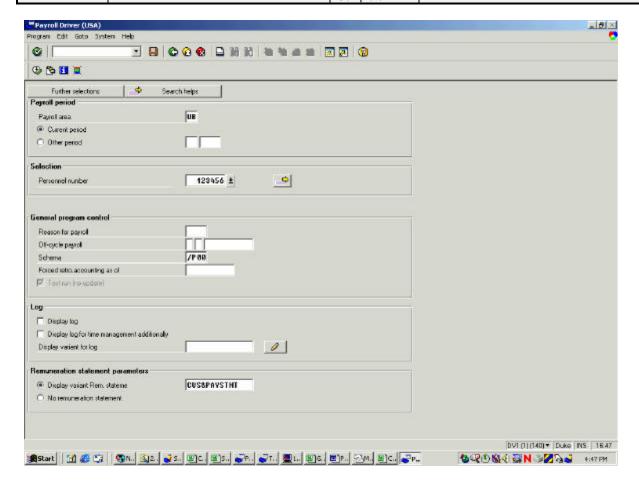| Accelerated SAP State of Utah	Organization/Area: Agency Payroll Administration	BUSINESS PROCESS PROCEDURE Title of Process: Payroll Simulation	
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1.2 **Enter "UB" in the "Payroll area" box.** (Normally it is there by default and required only if blank.)

1.3 **Select the pay period for which you want the report**. You can select the current period or other periods. To select an "other period", click the "Other period" button and enter the period number (1 through 26) and the calendar year.

1.4 **Enter the personnel number in the Personnel number entry box**. To enter multiple Personnel numbers, click on the arrow next to the entry box and refer to step 1.5.

1.5 **When you click on the arrow next to the entry box, a "Multiple selection …" window appears.** Use green tabbed boxes to enter multiple individual selection criteria, (personnel number in this case) or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the entry box operate in the same way.

1.6 **Enter /P00 in the "Schema" box.** (Normally it is there by default and required only if blank.)

1.7 **Leave the "Forced retro accounting as of" blank unless entries have been made that would change prior period pay**. (e.g. a retroactive pay rate change or a prior period change to total paid hours.) Enter the beginning date of prior periods if retroactive actions have occurred.

1.8 **Enter CUS&PAYSTMT in the "Display variant Rem. stateme" box.**
(Normally it is there by default and required only if blank.) The completed screen will look similar to the following:

| Accelerated SAP

State of Utah | Organization/Area:
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Payroll Simulation |
|---|---|---|
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1.9 **Click on the Execute icon** **and the pay statement will appear. To print the statement, click on the Print icon** **.**